



Glenelg United Methodist Church Preschool
13900 Burntwoods Road
Glenelg, MD 21784
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REGISTRATION AND FINANCIAL AGREEMENT FORM 2024-2025

CLASS ASSIGNMENT:

- ☐ TuTh Older 2's 9:15 AM - 1:15 PM
☐ TuTh 3's 9:15 AM - 1:15 PM
☐ MWF 3's 9:15 AM - 1:15 PM
☐ M-F 3's 9:15 AM - 1:15 PM
☐ TuWTh Pre-K 9:15 AM - 1:15 PM
☐ M-Th Pre-K 9:15 AM - 1:15 PM
☐ M-F Pre-K 9:15 AM - 1:15 PM

AMOUNT DUE:

Security Deposit (May's Tuition): _____

Registration/Activity Fee: + _____
(\$200 New Student, \$165 Returning)

One-time discount for siblings: - _____
(\$25 per student for concurrently-enrolled siblings)

Total Amount Due: = _____

Gender (Please circle): Male Female

New Students Only Circle T-Shirt Size: 2T 3T 4T XS (4/5) S (6/8)

Please Print Clearly: _____
Child's Last Name First Middle Date of birth (MM/DD/YY)

Address: _____
Street City State Zip

Parent #1/Guardian #1 Name: _____ Phone: _____

Email Address: _____ Occupation: _____

Parent #2/Guardian #2 Name: _____ Phone: _____

Email Address: _____ Occupation: _____

Child Resides With: Both Parents/Guardians _____ Parent #1 _____ Parent #2 _____

Siblings Names and Ages: _____

Other Adults or Children and Ages: _____

Does your child have any allergies or health conditions? Yes ___ No ___ If yes, please explain: _____

Does your child receive any services (special education, occupational, or speech therapy)? Yes ___ No ___ If yes, please explain: _____

Child's Previous Group Experiences: _____

Home Church: _____

Is your child currently potty-trained? Yes ___ No ___ If no, explain their progress: _____

Please indicate which class you are enrolling your child in by placing a “check” in the choice box. If you wish to be put on the waiting list for another class because it is already full, please write a “W” in that class option’s choice box:

Choice	Class	Days	Times	Annual Tuition (9 months)	Monthly Tuition After Deposit	Notes
	Older 2’s	Tu/Th	9:15 AM-1:15 PM	\$3240	\$360	Must turn 3 by 1/31/25 Open House 9/3; First Day of School 9/5
	3’s	Tu/Th	9:15 AM-1:15 PM	\$3240	\$360	Must turn 3 by 9/1/24 and be toilet-trained. Open House 9/3; First Day of School 9/5
	3’s	MWF	9:15 AM-1:15 PM	\$4500	\$500	Must turn 3 by 9/1/24 and be toilet-trained. Open House 9/4; First Day of School 9/6
	3’s	M-F	9:15 AM-1:15 PM	\$7515	\$835	Must turn 3 by 9/1/24 and be toilet-trained. Open House 9/4; First Day of School 9/5
	Pre-K	TuWTh	9:15 AM-1:15 PM	\$4500	\$500	Must turn 4 by 9/1/24 and be toilet-trained. Open House 9/3, First Day of School 9/4
	Pre-K	M-Th	9:15 AM-1:15 PM	\$5895	\$655	Must turn 4 by 9/1/24 and be toilet-trained. Open House 9/3; First Day of School 9/4
	Pre-K	M-F	9:15 AM-1:15 PM	\$7065	\$785	Must turn 4 by 9/1/24 and be toilet-trained. Open House 9/3; First Day of School 9/4

NEEDED TO REGISTER YOUR CHILD

- This completed **Registration & Financial Agreement Form**
- Non-refundable Registration/Activity Fee – toward administrative costs, field trips, in-house events, programs.
(New Students \$200.00, Returning Students \$165.00)
- Non-Refundable Security Deposit of one month’s tuition payment, see chart above for the amount. (This will be applied as May’s tuition payment, payment #1 out of 9 total payments.)

INVOICES FOR REGISTRATION FEES/DEPOSITS WILL BE SENT VIA PROCARE WITH PAYMENT DUE WITHIN 7 DAYS OF RECEIPT.

I, _____, agree to adhere to the Registration and Enrollment policies in the *Family Handbook* and applicable tuition fees and due dates. I further acknowledge that if a withdrawal from the program is necessary, a 60 days written notice is required and that:

- **The Registration Fee of \$100 is strictly non-refundable due to administrative costs.**
- **The Activity Fee** (\$100 for new students/\$65 for returning students) will be refunded by a prorated amount based on the number of months your child is not in our program.
- **1-Month Security Deposit**
 - o **If a child withdraws before school starts in September** we will refund their activity fee in full. ***If we can fill your child’s spot,*** we will refund their 1-month security deposit. If we cannot fill your child’s spot, your 1-month security deposit will not be refunded.
 - o **If a child withdraws after the start of the school year,** we will refund their prorated activity fee. ***If we can fill your child’s spot,*** we will refund their 1-month security deposit. If we cannot fill your child’s spot, your 1-month security deposit will not be refunded.
- **There is no reduction in tuition for holidays, vacations, absenteeism, non-academic days and school closings due to inclement weather or in the case of COVID/other emergency-related issues up to but not limited to two consecutive weeks at a time.**
- **A \$20.00 late fee will be assessed for tuition paid more than 7 days after the due date, and a \$30.00 fee will be assessed for any returned check.**

Parent’s Signature _____

Date _____